

**CLASS TITLE: MEDICAL PROGRAM DIRECTOR**

**Class Code: 02941500**  
**Pay Grade: 54A**  
**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the overall direction of all the professional medical and geriatric services and the laboratory, x-ray, physical medicine, medical education and dental services at the General Hospital of the Rhode Island Medical Center, or at another institution providing similar services; to maintain and foster a relationship with the administrator of the institution which will work toward providing the highest possible standards of medical care; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general direction of a superior with wide latitude for exercising independent initiative and professional medical judgement in developing professional standards for patient care and treatment: work is reviewed through conferences for conformance to policies and objectives and for adherence to the highest standards of accepted medical practices and techniques.

**SUPERVISION EXERCISED:** Plans, organizes, coordinates, directs, supervises and reviews the work of physicians and with the administrator of the institution, reviews the work of the professional and non-professional nursing staff, medical technicians, therapists and other personnel engaged in patient care and treatment.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the overall direction of all the professional medical geriatric services and the laboratory, x-ray, physical medicine, medical education and dental services at the General Hospital of the Rhode Island Medical Center, or at another institution providing similar services; to maintain and foster a relationship with the administrator of the institution which will work toward providing the highest possible standards of medical care.

To plan and develop policies and objectives for the evaluation of patient care and treatment through clinical conferences and consultations with the professional medical staff members and to supervise the implementation of new and improved techniques for the diagnosis, treatment and care of patients with a wide variety of complex medical, surgical, medical-psychiatric and geriatric problems.

To conduct clinical conferences and staff consultations, supervising the presentation of the more difficult cases to ensure the maintenance of the highest standards for the care and treatment of the patient.

To coordinate the activities of the professional medical staff, providing general supervision to heads of various medical and ancillary sections.

To make grand rounds on all services evaluating by observation the care, treatment and progress of patients; and through a review of the medical records of patients, and by observation to evaluate the adherence of medical personnel to the rules, regulations and standards of acceptable medical practice.

To provide leadership to the development of a sound orientation and in-service training and education program for all professional and ancillary staff members.

To plan, organize and coordinate a medical-surgical outpatient service for patients of the Institute of Mental Health requiring such services.

To prepare and submit to the administrator of the institution recommendations for the improvement of patient care.

To organize and supervise the operation of an employee medical service program and such clinics as may be required.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principle, practices and techniques applied in the practice of internal medicine or surgery; the ability to detect, analyze, evaluate and interpret symptoms of diseases and to prescribe and administer appropriate care and treatment; the ability to treat the most complex cases; the ability to establish and maintain standards of performance for staff members consistent with sound and acceptable hospital practices; the ability to evaluate the quality of the various services of the institution in terms of adequate patient care and treatment; the ability to plan, organize, coordinate and review the work of other members of the staff; the ability to maintain effective working relationships with superiors, professional and sub-professional staff members and with the general public; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from medical school of recognized standing, supplemented by advanced study in the fields of Internal Medicine or Surgery.

Experience: Such as may have been gained through: completion of an internship in an approved hospital and completion of at least three years of residency in the fields of Internal Medicine or Surgery in an approved hospital; and employment in a responsible supervisory capacity in the field of specialization in an approved hospital, institution or clinic.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** At the time of appointment, must meet established requirements of the Rhode Island Department of Health to practice Medicine in Rhode Island; and must possess certification or be eligible for examination by the American board of Internal Medicine, or of Pediatrics, or of Surgery or one of the sub-specialties of these fields and must maintain such requirements as a condition of employment.

Class Created: July 6, 1986

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